

Customer Service
Tax and License Registration

Telephone: (480) 312-2400
Fax: (480) 312-4806
Website: www.scottsdaleaz.gov



Office Locations:

7447 E Indian School Rd., Ste 110
Scottsdale, AZ 85251
or
9379 E San Salvador Dr., Ste 100
Scottsdale, AZ 85258

AUCTION HOUSE REQUIREMENTS

FEES: \$ 100.00* Per year
\$ 29.00* Records check per person

Be sure to read the Secondhand Dealers, Pawnbrokers, and Auction Houses ordinance and General Provisions ordinance available by the City of Scottsdale, Tax and License Registration office, **prior** to applying.

1. Application must be made, a minimum of, 30 days prior to the start of business.
2. All controlling persons including owners, officers, partners, agents, members, shareholders (10% or more), on-site managers and all employees (temporary, part-time and full-time) must be listed on the application and are subject to a background check and fingerprinting. Each individual must provide a clear photocopy of a valid government issued ID. Fingerprinting will be taken at the Tax and License Registration office at the time of application. Employees hired after the initial application has been submitted must come into the office for fingerprinting and background check.
3. A license will not be issued if:
 - a. The applicant or the company's controlling person(s) which include owners, partners, officers, and agents, have been convicted of a criminal action that would be grounds for denial: or as proposed in Article 1 of this chapter.
 - b. The applicant is delinquent in payment to the city of any taxes, fees, fines, or penalties imposed upon the applicant or arising out of any other business activities owned or operated by the applicant and licensed by the city.
 - c. If applicable, the corporation is not qualified to transact business in Arizona.
4. Any licensee transacting and carrying on business at a fixed place of business shall keep the license posted in a conspicuous place upon the premises where such business is conducted.
5. Additional license types may be required.
6. Fees paid are non-refundable and non-transferable.

Revised 04/02/04

*Official Schedule of City of Scottsdale Rates and Fees at: www.scottsdaleaz.gov - keyword "Fees".